

Internal Transfer

Summary:

This job aid outlines the expectations of managers (both current and receiving managers) throughout the internal transfer process.

Steps to Complete:

Step 1: Internal Candidate Completes Recruitment Process

The steps for the recruitment process are outlined in the Candidate Flow Job Aid. The same steps will be completed with an internal candidate. Some details to keep in mind:

- When a candidate applies to a posting / is sent for manager review, it will indicate if they are an internal candidate.



Manager Review: Craig Smith (Internal) - JR100186 Talent Acquisition Specialist (C100128)



My Tasks - 29 second(s) ago

DUE 11/27/2024

- A candidate profile is also created for internal candidates. The questions they are asked to complete do not match the external candidate questions, as many would not be relevant for an internal candidate. Regarding navigating the candidate profile, internal and external profiles can be navigated in the same way. Notes are also available for internal candidates.
- If at any point you would like to disposition an internal candidate, the TA team recommends a direct conversation from the manager as to how the employee could improve and/or refine their skills to be better suited for the role in the future.
- If an offer is extended to an internal candidate, please wait until they have had a conversation with their current manager prior to reaching out.

- An employee must successfully complete the 90-day probation (new hire or transfer) and be in his/her current position for 6 months to be considered for an open position.

Step 2: Offer is Made/Accepted

Upon completion of the recruitment process, and offer will be made to the candidate. This step is led by the recruiter in collaboration with the manager. This offer letter will need to be accepted as a task in the employee's inbox.



Once the offer is accepted, the recruiter will notify the manager, and the below email will be sent to relevant parties.



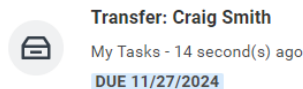
Step 3: Job Transfer Initiated

Recruiter will "hire" the employee into the role, and put in the transfer date that has been discussed with the candidate. An employee must give either four weeks' notice (management, licensed, registered or certified staff) or two weeks' notice (all other staff) to his/her current supervisor before transferring to a new program/department. Other timelines may be appropriate if agreed to by both leaders. If an agreement cannot be made between the two managers, then the previously mentioned timelines will apply.

Recruiter moves internal candidate to "Ready for Hire" and either initiated the "Job Change" or "Add Additional Job" in the case the offered role is in addition to the current role. Here the recruiter will confirm details for the new role.

Step 4: Current Manager Approval

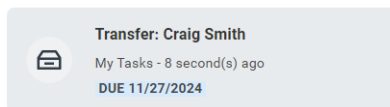
The current employee manager will then be prompted to review and confirm data inputted by the recruiter.



- When do you want this change to take effect → Transfer date agreed upon (can be edited, but will have to be confirmed by the receiving manager after approval)
- Why are you making this change → Internal Transfer. If this change is due to another reason, select accordingly.
- Select plans for opening on your team. Closing the headcount will close the position. If you plan to backfill, please indicate if the position is available for overlap (i.e. someone new can be hired in prior to the transfer date)

Step 5: Receiving Manager Approval

After approval by the current manager, the new (receiving) employee manager will receive a task inbox to confirm the transfer details



Note, these details were previously entered and agreed up by the recruiter, employee, and employee's current and receiving manager. If you need to change any details, make sure to alert the appropriate parties to ensure everyone is on the same page.

Step 6: Compensation Partner Approval

The final step of the Job Change BP includes review from the Compensation Partner.

Step 7: Manager Connect with IT / Assign Work Schedule

A task will populate prompting to assign work schedule.

Assign Work Schedule

Worker	Craig Smith
Start Date	* 12/02/2024
End Date	MM/DD/YYYY
Work Schedule Calendar	* <div>✕ Full Time Salaried Staff 8 Hour Shift</div>

If additional access is needed upon transfer, please connect with IT to ensure this is updated prior to the transfer date.

Badge changes will be made automatically, make sure to pick up the new badge from security.

Tips:

For an in-depth review of the candidate profile and/or recruitment process, review the Candidate Flow Job Aid.

Additional Resources:

[Employee Transfer Policy](#)

Types of Job Changes and appropriate action:

Job Change Reasons	Process	Who to Direct Questions
FTE Decrease	FTE Decreases can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
Change location	Change locations can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
Data Changes (change job details)- Cost center, title change (role responsibilities stay same)	Data Changes (change job details)- Cost center, title change (role responsibilities stay same) can be initiated by the manager through "Job Change" task	HRWorkday@maryfreebed.com
FTE Increase	FTE Increases must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
Transfer	Transfers must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
Promotion/Demotion	Promotions/Demotions must be approved through PCC, and a new position and requisition must be created	Recruitment@maryfreebed.com
	Questions? Email HRWorkday@maryfreebed.com	

Revision History

Revision Date	Author	Description	
11/25/2024	Erin Sharp	Initial Draft	